

## **Charleston Co. Sheriff's Office Rape Kit Data**

1. The number of rape kits collected and booked into evidence per year for the last ten years.  
**244**
2. The number of rape kits processed by a public or private crime or forensic laboratory in the last ten years.  
**163**
3. The number of unprocessed rape kits in any storage facilities currently under the department's jurisdiction and control.  
**88 (11 CCSO + 77 anonymous kits)\***
  - A. The date on the oldest unprocessed rape kit.  
**02/22/16**
  - B. The date on the most recent unprocessed rape kit.  
**02/21/18**
  - C. How many unprocessed rape kits were due to the case being determined unfounded, without a report, under storage for a different agency, or any other reason it was not processed.  
**Of the 11 unprocessed kits:**
    - **3 are scheduled to go to SLED**
    - **6 are held because the victim is declining cooperation/prosecution. To be destroyed after a period of 2 years and conferring with the victim**
    - **1 incident was non-sexual contact made over clothing**
    - **1 held for another agency**
4. Any written policies or procedures regarding department practices on tracking kits and handling rape kit evidence, including testing protocols.

**See attached policy segment for "Property and Evidence Control" on separate sheet. Section "P" pertains to lab exams.**


**As far as transferring to DNA labs for analysis:**

**CCSO Forensic Services Investigators make "SLED runs" every 2 weeks to transfer DNA to the SLED lab. This includes DNA samples from rape cases. On some rape cases, the assailant is a known subject, and immediate lab results are often not necessary to make the arrest. These samples are transferred to the SLED lab on the next available SLED run.**

**On particularly violent crimes committed by unknown assailants, CCSO makes immediate DNA trips to SLED or other agencies that are equipped to provide expedited analyses.**

**As for the inventory of rape kits, CCSO performs, at a minimum, a mandatory annual audit of all evidence stored in the forensics compound. This involves status updates by every sworn deputy on every article of evidence stored in the agency.**

**\*Note: CCSO stores anonymous kits for MUSC. Anonymous kits are examinations performed by MUSC on victims who wish to remain anonymous and are undecided on whether to prosecute. Their incidents may have occurred in a jurisdiction outside of CCSO. That information is not disclosed to the appropriate law enforcement agency until and unless the victim decides to pursue charges.**

<b>9-02 COLLECTION AND PRESERVATION OF EVIDENCE</b>		
<input type="checkbox"/> NEW	<input checked="" type="checkbox"/> REVISED	<input type="checkbox"/> REVIEWED
CALEA STANDARDS REF. NUMBERS 33.6.1, 42.2.1, 83.1.1, 83.1.2, 83.2.1, 83.2.2, 83.2.3, 83.2.4, 83.2.5, 83.2.6, 83.2.7, 83.3.1, 83.3.2, 84.1.1		
APPROVED:		
 Sheriff J. Al Cannon, Jr., Esq.		____3/13/2013____ Date

I. Purpose

To outline procedures for safeguarding, identifying, collecting and preserving evidence in order to ensure a proper chain of evidence for courtroom presentation.

II. Policy

The investigation of crime and the successful prosecution of criminal offenders require that information be obtained through the application of scientific knowledge and methods. In order to effectively use laboratory support services, physical evidence must be identified, collected, preserved and transmitted to the laboratory without delay. Accordingly, it is the policy of the Charleston County Sheriff's Office to diligently follow forensic methods of obtaining and protecting evidence.

III. Procedure

A. Collecting, Processing and Preserving Physical Evidence in the Field:

1. The scene of a crime must be secured as soon as possible to prevent the loss of evidence. It is the responsibility of the first deputy sheriff at the scene of a crime to secure and protect the scene from all nonessential personnel to prevent the loss of evidence. The deputy sheriff securing the crime scene will initiate an *Incident Supplement* listing the time, name and reason for all personnel who enter the crime scene. If Forensic

Services is summoned to the scene, then the securing crime scene deputy will list the aforementioned information on a *Major Crime Scene Log, CCSO form-164*), instead of an *Incident Supplement* form. (Ref: CALEA 83.2.7 item a)

2. Forensic Services is available for call out 24 hours a day, seven days a week through a supervisor. The requesting supervisor will contact the Forensic Services supervisor, or the CID call out supervisor after hours and provide information about the case and the services requested. (Ref: CALEA 83.1.1)
3. Personnel assigned to Forensic Services will be trained in latent fingerprint recovery, photography, to include video taping, crime scene sketching, collection and preservation of evidence, to include the collection of DNA evidence, and other forensic procedures. (Ref: CALEA 83.2.4, items *a, b, c, and d*, 33.6.1, item *a* and 83.2.7 item *c*)
4. A crime scene trailer equipped with generators, lights, tools and other supplemental equipment not routinely maintained in Forensic Services investigators' assigned vehicles is available for use for extended periods of time at crime scenes if needed.
5. When Forensic Services is called out to process a scene, personnel at the scene should not disturb, touch, or handle physical evidence unless a danger exists that the evidence will be lost or destroyed prior to the arrival of Forensic Services personnel. Should such a situation arise, it becomes the responsibility of the primary deputy sheriff to mark, seal, tag and preserve the evidence. (Ref: CALEA 83.2.7 item *a*)
6. The Forensic Services investigator responding to a crime scene or incident will be responsible for the following:
  - a. photographing the scene overall, close up and item by item, with photos as required;
  - b. videotaping when applicable;

- c. sketching the scene using measurements to allow for the capability to draw the scene to scale at a later date when deemed necessary by the Forensic Services investigator and/or supervisor;
  - d. marking all items for identification at the scene;
  - e. measuring the scene and evidence when deemed necessary by the Forensic Services investigator and/or supervisor;
  - f. collecting latent prints and elimination prints from all subjects and/or locations as necessary;
  - g. collecting all evidence in the proper manner, complete with OCA or report number, etc;
  - h. transporting all evidence to be secured in the Forensic Services evidence compound or arranging for secured storage at another facility; and
  - i. collecting DNA evidence and elimination standards from all subjects and/or locations as necessary.
7. The procedures used for the collection and preservation of all evidence will be in accordance with accepted forensic practices.
8. The progression of crime scene processing tasks is as follows: photograph and/or sketch, fingerprint, mark, label and collect evidence. Specialized forensic processing may be included as required.
9. All evidence obtained will be marked, sealed, tagged and submitted with completed paperwork to the evidence compound or secured in the evidence lockers at Headquarters as soon as practical but prior to the end of the submitting deputy sheriff's tour of duty. (Ref: CALEA 84.1.1, item b)

10. The services of SLED and/or FBI are available at any crime scene requiring processing beyond the capabilities of this agency.
11. Electronic evidence stored on computers, PDA's or other digital devices may be lost if tampered with or improperly collected. If electronic evidence is to be collected, the device will not be tampered with and a Forensic Services investigator will be contacted by the on duty supervisor and respond, if necessary. Forensic Services will collect the electronic evidence as outlined in the "Best Practices for Seizing Electronic Evidence" manual produced by the United States Secret Service. Additional resources may be requested if necessary.  
(Ref: CALEA 83.2.1 and 83.2.5)
12. Cell phones submitted into evidence must have their batteries removed as soon as they are collected. The batteries will be placed in the same evidence bag as the cell phone and both may be entered as one item in the Evidence Management System.

**B. Crime Scene Photography and Videotaping:**

1. Photography of certain crime scenes, serious traffic accidents and other incidents of major importance will be the responsibility of a Forensic Services investigator. The investigator will photograph all aspects of the crime scene, traffic accident, or incident using photography and/or video equipment supplied by the agency. If the presence of Forensic Services is not required, the reporting deputy sheriff may elect to take photographs using their issued digital camera.
2. The reporting deputy sheriff who requested Forensic Services will confer with the investigator regarding the photographs to be taken.
3. The first photograph of each series of photographs taken at a crime scene will show the agency OCA or report number, date and the initials of the photographer.

4. Video taken of a crime scene will also show the agency OCA or report number, date and initials of the photographer so the video may be identified by case number and photographer. The videotape case should also be labeled with the OCA or report number, date and initials of photographer.
5. Photographs and video taken of the crime scene that eventually become evidence must be submitted to Forensic Services complete with evidence submission forms and proper work requests for processing. The photographs will be secured by Forensic Services as evidence until the case is resolved by the courts.
6. Photographs taken by deputy sheriffs not assigned to Forensic Services will be placed on a compact disk (CD) using docking stations located in the squad rooms. Each CD will contain photographs from only one OCA. The case number, date and photographer's name will be recorded on the front of the CD using a black sharpie. The CD will be placed into a 5 x 7 ½ clasp envelope. A computer generated evidence label will be properly completed by the reporting deputy sheriff and attached to the clasp on the envelope. The evidence will be placed in the blue evidence locker located in the hallway of Headquarters.
7. The use of personal cell phones, smart phones or any other electronic storage devices utilized to take evidentiary photos is prohibited except in such cases where a county issued digital camera is not available. A supervisor must approve the use of a personal cell phone to photograph a crime scene and this approval must be documented by the reporting deputy sheriff in an *Incident* or *Incident Supplement* report. All crime scene photographs taken with personal cell phones will be downloaded to a CD as soon as possible but no later than the end of the reporting deputy's shift. In the event that this cannot be accomplished the cell phone on which the crime scene photos are stored will be placed into evidence with a work request to download the applicable photos.

8. When the exact size of an item being photographed is required, a photograph of the item will be taken prior to further processing in the event the court desires photographs of the evidence in which nothing has been manipulated. A second photograph of the item will be taken with a scale placed next to the item to allow for the development of 'actual size' photographs. (Ref: CALEA 83.2.2)
9. Requests or subpoenas from complainants, legal firms, insurance companies, or outside agencies for copies of photographs or videotapes taken by Forensic Services investigators or deputy sheriffs will be directed to the County Attorney's Office for Magistrate level offenses, or to the Solicitor's Office for General Sessions Offenses. Occasionally, the Sheriff's Office Public Information Officer may release photographs and/or videotapes.

**C. Crime Scene Sketches:**

1. When crime scene sketches are drawn pursuant to the collection and preservation of evidence, they will contain the following information:
  - a. dimensions;
  - b. address, including floor or room number as appropriate;
  - c. location of significant features of the scene, including the victim;
  - d. date of preparation;
  - e. name of person preparing the sketch;
  - f. location of items of physical evidence recovered; and
  - g. OCA or report number.
2. In fatality traffic accidents, scene sketches drawn to scale will also be prepared using the above guidelines as appropriate.



3. Generally, the Forensic Services investigator will make rough sketches and measurements, including sufficient additional information so a final drawing, to scale, can be made at a later time. These rough sketches are evidence and shall be filed with the final diagram by the Forensic Services investigator.
4. In certain cases, the use of a 'Total Station' mapping device may be used to aid in the measurements and the creation of the final diagram.

**D. Collection of Known Standards for Comparison:**

1. When the following types of physical evidence and/or trace evidence are collected from a crime scene, attempts should be made to collect a known standard sample for comparison before evidence is sent to SLED or the FBI Laboratory: blood, hair, fibers, paint, glass, wood, metal, soil, tool marks, footwear, tire tread marks, handwriting samples and fingerprints.
2. The location from which the samples are taken is critical for the SLED and/or FBI Laboratory, and will be documented on the evidence container and the *SLED Analysis Request Worksheet, (CCSO form-178)*, or FBI letter.
3. All standards for comparison will be collected by Forensic Services investigators and/or qualified personnel in accordance with procedures established by the SLED or FBI Forensics Crime Laboratories. (Ref: CALEA 83.1.2 and 84.1.1 item d)

**E. Collection of Blood and/or Other Body Fluids at Crime Scenes:**

1. Body fluids, DNA and other biological evidence found and collected at crime scenes will be handled by personnel as outlined in this procedure and in accordance with procedures outlined in the agency's *Prevention of Bloodborne Diseases* directive.

2. Latex gloves and other bloodborne pathogens protective equipment will be used, as appropriate, during collection.  
(Ref: CALEA 83.2.7 item *a*)
3. Whenever possible, the entire object which contains potential biological evidence should be submitted as evidence. In situations where this method is not possible, the evidence will be obtained using a sterile swab or patch. Distilled water may be used to facilitate the collection of dried substances. Other possible methods include taking a swatch from the area containing the evidence, or collecting scraped samples from the area.
4. Wet materials will be air dried prior to packaging. Items collected from other sources must be packaged individually to avoid contamination.
5. Body tissue must be collected and placed in a sterile glass bottle in saline solution, then sealed, marked, tagged and refrigerated in the evidence compound.
6. Other biological materials, if not air dried, must be refrigerated in the evidence compound after being marked, sealed and tagged.  
(Ref: CALEA 83.3.2, item *b* and 83.2.7 item *b*)

**F. Wet Materials Collected as Evidence:**

1. Wet clothing or other materials collected as evidence will be dried in a secure area in the evidence compound. Wet clothing will not be sealed in plastic bags. Wet clothing may be transported in plastic bags provided they are placed into a drying area immediately after transport.
2. As soon as the evidence is dry, it will be marked, sealed and tagged.  
Ref: CALEA 84.1.1, item *d*)

**G. Firearms Collected as Evidence:**

1. Firearms must be unloaded, with the ammunition packaged separately. A diagram will be accomplished to indicate which

cylinders each round was in or it may be properly marked by a Forensic Services investigator. If the weapon is a semi-automatic, the rounds should be left in the magazine after removal from the weapon.

2. If the weapon cannot be unloaded for evidentiary reasons or the weapon cannot be made safe by the deputy sheriff, a Forensic Services investigator will be called to secure and transport the weapon. Loaded weapons will not be placed into evidence storage lockers. (Ref: CALEA 84.1.1 items *d* and *e*)

**H. Currency Collected as Evidence**

1. All currency placed into evidence, whether as actual evidence or for safe keeping will be counted by the submitting deputy sheriff and at a minimum one other deputy sheriff. When circumstances permit, a supervisor will recount the currency with or immediately after their subordinate.
2. All currency placed into evidence must be in a sealed package that has been initialed by the deputy sheriff(s) who counted it.
3. The total amount of currency to include denominations will be documented in an *Incident* or *Supplement* report.
4. Currency that is wet or contaminated with a blood or any hazardous material will be placed into evidence per procedures set forth in sections E and F of this policy.

**I. Currency Collected by the Metro Major Case Unit**

1. All currency collected by the Metro Major Case Unit whether as actual evidence or as an asset seizure will be counted by two members of the Metro Major Case Unit. After the money has been counted and verified a supervisor will complete a "money sheet" documenting the total amount and denominations.

2. The currency will then be placed into a sealed package and secured in a safe in the Metro Office. As soon as possible the Metro Lieutenant will review the count and take it to the Charleston County Treasurers Office where it will be deposited into an account.
  3. In the event that a large amount of currency is seized, at the discretion of the Executive Concerns Captain, Metro members may contact the Charleston County Treasurers Office to assist with the counting.
  4. Currency that is wet or contaminated with blood or any hazardous material will be submitted into evidence per procedures set forth in sections E and F of this policy.
- J. In any arrest or investigation for Driving Under the Influence (*DUI*) of alcohol and/or drugs, or a traffic fatality requiring the collection of blood or urine as evidence, the following procedures will be utilized:
1. Blood specimens must be placed in the vacuum tubes provided by the medical facility. Blood may only be drawn for the purpose of determining the alcoholic content or to conduct a drug screen by a physician, registered nurse, qualified technician, or other qualified medical personnel in a licensed medical facility. An alcohol wipe must not be used to prep the skin.
  2. Urine specimens will be collected in plastic containers provided by the medical facility. Urine collection may require the viewing of a suspect's genitals and will be witnessed only by qualified medical personnel or by sworn personnel of the same sex as the subject.
  3. Blood and/or urine specimen containers must be sealed with tape or a label that displays the following information:
    - a. name of suspect;
    - b. date and time of collection; and

- c. name of person collecting the sample.
- 4. A *SLED Analysis Request Worksheet* and an evidence label must be completed by the arresting deputy sheriff and submitted with the sample.
- 5. Samples may be stored in the medical facility's designated secured evidence storage area. The arresting deputy sheriff is responsible for notifying Forensic Services that a sample is being held at another facility. If a secured evidence storage facility is not available, then a Forensic Services investigator will be called to take custody of the sample. All samples will be considered evidence and secured in the Forensic Services refrigerator for temporary storage.
- 6. Blood and/or urine will be transported to an analysis facility by a Forensic Services investigator for testing or drug screening.  
(Ref: CALEA 83.3.2, item *a* and 84.1.1 item *d*)

**K. Sexual Assault Evidence Collection Kit:**

- 1. If required, a *Sexual Assault Evidence Collection Kit* will be used during the investigation of sexual assaults and sexual abuse cases.
- 2. Medical personnel will conduct the sexual assault and/or abuse examination of the victim using the kit to obtain necessary evidence and samples. The kit may be stored in the medical facility's designated secured evidence storage area. The arresting deputy sheriff is responsible for notifying Forensic Services that a sample is being held at another facility. If a secured evidence storage facility is not available, then a Forensic Services investigator will be called to take custody of the sample.  
(Ref: CALEA 84.1.1, item *d*)

**L. Explosives, Corrosives, Flammables and Other Hazardous Materials:**

- 1. At no time will explosives, flammables, corrosive material, dangerous chemicals, unknown biological specimens,

radioactive materials or other dangerous materials or property be brought into Headquarters to be placed into evidence lockers or brought into the evidence compound. Explosives will be handled solely by qualified bomb disposal personnel. Empty containers used for these products cannot be stored without the express approval of the Forensic Services supervisor.

2. Photographs should be taken of any hazardous material prior to the movement and/or disposal if possible.
3. Any other hazardous material not conducive to being stored in the evidence compound will be photographed and disposed of according to procedures established by this agency or a specialized agency, such as the Environmental Protection Agency, Department of Health and Environmental Control, SLED, or local military explosive ordinance disposal experts contacted to handle the material. (Ref: CALEA 84.1.1 items d and e)

**M. Procedures for Processing Stolen Vehicles:**

1. Recovered stolen vehicles will be processed for evidence by the investigating deputy sheriff using their issued digital camera and Latent Fingerprint Collection Kit. In the event that the vehicle was used in the commission of another crime, the patrol supervisor may request a Forensic Services investigator to process the vehicle. The vehicle may either be towed to the evidence compound and secured until processed or processed at the scene. An agency *Tow Sheet*, (CCSO form-107), must be completed and the responding deputy sheriff or Forensic Services investigator must follow the vehicle to the compound to ensure proper chain of custody for any evidence obtained. The submitting deputy sheriff must obtain a search warrant and submit it to Forensic Services with a *Property Release Authorization*, (CCSO form-138), form. Other requests for Forensic Services processing must be accompanied by the proper agency work request forms.

2. Any evidence collected from the recovered vehicle will be marked, sealed, tagged and secured either in the evidence lockers or evidence compound. The Forensic Services investigator processing the recovered vehicle will document their actions and the collected evidence on a *Crime Scene Investigation Report*, (CCSO form-185), if necessary.

(Ref: CALEA 83.2.1)

3. It will be the responsibility of the responding deputy sheriff recovering the stolen vehicle to notify Records to cancel the NCIC entry.

**N. Latent Prints:**

1. The following general guidelines will be followed when processing a crime scene for latent prints:
  - a. The Forensic Services investigator or deputy sheriff will use the proper color fingerprint powder to develop the fingerprint found on an object. The powder will be lightly brushed over the print until it fully appears. Latent impressions developed with fingerprint powder may be photographed on the original object. After being photographed, prints will be lifted.
  - b. The lifted print is to be placed on the front of a fingerprint collection card and the following information captured in the spaces provided on the back of the card:
    1. place of occurrence;
    2. type and date of offense;
    3. date and time processed;
    4. processed by and initials; and
    5. OCA or report number.

2. *Forensic Services Work Request*, (CCSO form-135), for comparison or identification of the prints will accompany all completed latent print cards. All latent prints will be sent to the SLED or FBI Forensic Laboratory or the local AFIS or AFIX site.
3. When requesting a comparison of latent prints with fingerprints of a known suspect, the requesting deputy sheriff will include inked fingerprints and/or the fingerprint classification number of the suspect.
4. The above guidelines do not preclude or prohibit the use of other fingerprinting processes at the direction of a supervisor.  
(Ref: CALEA 83.2.3)

O. Inventory Procedures for Collected Evidence:

1. All physical evidence collected from a crime scene by a deputy sheriff will be inventoried on an *Incident* or *Incident Supplement*. All physical evidence collected from a crime scene by a Forensic Services investigator will be inventoried on a *Forensic Services Field Report*. (Ref: CALEA 42.2.1, item c)
2. The inventory shall contain the following information:
  - a. description of item;
  - b. source from whom or location; and
  - c. name of the Forensic Services investigator or deputy sheriff collecting the evidence. (Ref: CALEA 83.2.1)

P. Crime Scene Reporting:

1. It is the responsibility of the Forensic Services investigator who processes the scene to submit detailed reports describing the sequence of events associated with a scene investigation as



related to evidence on a *Forensic Services Field Report*. Additionally, other information is required in the narrative section of the *SLED Analysis Request Worksheet* or appropriate documentation as required by the FBI.

(Ref: CALEA42.2.1, item c)

2. The *Forensic Services Field Report* will contain the following information:
  - a. date and time of arrival at the scene;
  - b. location of the crime;
  - c. environmental conditions;
  - d. vehicle information, if applicable;
  - e. narrative of the Forensic Services investigator's actions at the scene; and
  - f. OCA or report number.
3. If a specialist is called to the scene from a local, state, or federal agency or an accident reconstruction specialist, etc. this request will be documented on the *Forensic Services Field Report*.
4. The same responsibilities for accurate crime scene reporting apply to all investigating deputy sheriffs when a Forensic Services investigator is not summoned to a scene. The aforementioned information would then be documented by the investigating deputy sheriff on an *Incident Report/Incident Supplement Report*.  
(Ref: CALEA 83.2.6)

**Q. Maintenance of Chain of Custody:**

Custody must be documented each time the custody of any evidence is transferred. This documentation serves as a receipt to ensure the maintenance of chain of custody and integrity of the evidence in court and consists of:


- a. date and time of transfer;
- b. receiving Forensic Services investigator or deputy sheriff's name;
- c. releasing Forensic Services investigator or deputy sheriff's name;
- d. reason for transfer;
- e. name and location of destination; and
- f. description of the evidence being transferred.

(Ref: CALEA 83.3.1 and 83.3.2 item *d*)

**R. Submission of Evidence to Other Labs:**

1. If evidence is to be submitted to an outside lab for processing, the deputy sheriff requesting the processing will complete the appropriate forms for the facility completing the processing. Chain of custody will be properly documented whenever evidence is submitted or received. Acceptable laboratories include, but are not limited to: SLED, FBI or other accredited laboratories.
2. DNA evidence will only be submitted to laboratories that are accredited for law enforcement DNA analysis.

(Ref: CALEA 83.2.7 item *d*)

<b>9-01 PROPERTY AND EVIDENCE CONTROL</b>	
<input type="checkbox"/> NEW	<input checked="" type="checkbox"/> REVISED
<input type="checkbox"/> REVIEWED	
CALEA STANDARDS REF. NUMBERS: 55.2.4, 83.2.1, 83.3.2, 84.1.1, 84.1.2, 84.1.3, 84.1.4, 84.1.5, 84.1.6, 84.1.7	
APPROVED:	
 Sheriff J. Al Cannon, Jr., Esq.	3/13/2013 Date

I. Purpose

To provide for the management and control of found, recovered and evidentiary property which comes into the custody of the Charleston County Sheriff's Office; and to establish an evidence management system which will ensure a traceable chain of evidence and strict accountability with respect to the handling, security and disposition of evidence.

II. Policy

It is the responsibility of Forensic Services to manage and control all evidence and property directed to it for safekeeping. As part of this responsibility, accurate records will be maintained. Property will be stored, released and disposed of in accordance with the procedures outlined in this directive.

III. Procedure

A. Property Management Responsibility:

1. All property taken in to custody by an employee of this agency is the responsibility of that employee until it has been properly submitted to Forensic Services. Seized property and assets subject to and awaiting forfeiture proceedings are an exception to this rule and are not managed or controlled by Forensic Services and will be stored at an authorized storage facility.

2. Property that is taken in to custody by deputy sheriffs and immediately released to the owner will be listed on an agency receipt or a *Property Release Authorization* form, (CCSO form-138), and *Incident Report*. The report should indicate that the property was not turned into Forensic Services.
3. All property, except when immediately released to the owner, must be turned into Forensic Services by the end of the deputy sheriff's tour of duty. Employees are strictly prohibited from storing property in their vehicles, offices, desks, file cabinets, homes or any location other than designated evidence lockers or the agency compound. Personal use of any such property is strictly prohibited.
4. It is the responsibility of the submitting deputy sheriff to properly label, mark, package or photograph property submitted to Forensic Services. All evidence must be bagged, or labeled in accordance with agency procedures and secured in either evidence lockers or the evidence compound at Headquarters prior to the end of the deputy sheriff's tour of duty. Paper bags should be used to package evidence whenever possible with the exception of drug evidence.  
(Ref: CALEA 83.3.2, item *b* and 84.1.1, items *a* and *b*)
5. A computer generated property label will be utilized as an individual record of each item of property or set of items submitted to Forensic Services. (Ref: CALEA 83.3.2, item *b*)
6. Property or evidence should not be submitted on a single property label in such a manner that creates an excessive or unmanageable quantity. For example, three televisions should be submitted on three separate property labels.
7. All guns and property of high value will be submitted with individual labels. Items can only be grouped together when they are similar in nature, i.e., a number of spent cartridges, several empty beer cans, etc. When in doubt, or if like items have serial numbers, separate labels will be used.

8. The deputy sheriff submitting the property to Forensic Services must also accomplish an *Incident Report*, complete with OCA/report number, specifically describing each item of property obtained and detailing the circumstances by which the property came into the agency's possession. If the item(s) have serial numbers, an *Article Supplement* report must also be completed. (Ref: CALEA 84.1.1, item c)
9. Forensic Services is responsible for the control and management of all property accepted by or stored in the evidence compound.
10. Forensic Services investigators have the only key access to the temporary property storage lockers at Headquarters. Forensic Services investigators will collect the contents of the lockers Monday through Friday, excluding county observed holidays, and subsequently log all evidence and property into agency computer records.  
(Ref: CALEA 84.1.1, item a and CALEA 84.1.2)
11. Forensic Services investigators will accept evidence when it is properly marked and labeled. If the evidence is improperly packaged, marked, or handled by the submitting deputy sheriff, a supervisor will be notified to evaluate the situation. In every case, every effort will be made to maintain the integrity of the evidence and the chain of custody. Forensic Services investigators will be responsible for reviewing all property labels, ensuring that all necessary information is included with the submitted item(s). (Ref: CALEA 83.3.2, item b)
12. With approval of the appropriate prosecutor and/or supervisor, property may be photographed for use in court and the property promptly returned to the victim, e.g., perishable items, essential items for the health or welfare of the victim, etc. (Ref: CALEA 55.2.4, item d)

**B. Facility Security:**

All evidentiary property stored at the Charleston County Sheriff's Office will be secured in the Forensic Services evidence compound.

1. Only Forensic Services investigators will have keys and/or alarm codes for the evidence compound.
2. Only Forensic Services investigators will have access to the unit safe.
3. The compound gate will be locked and alarm activated when Forensic Services investigators are not present.
4. The door to the vault will be closed and locked unless activity in and out by Forensic Services investigators warrants keeping the door open and/or unlocked. The alarm to the vault area will be activated when Forensic Services investigators are not present.
5. The doors to the trailers, bay area and bin storage room will always remain locked unless activity in and out warrants otherwise.
6. Only authorized personnel may actually enter the secured areas of the compound. All areas beyond the lobby area are considered secured areas. Non-Forensic Services investigators will not have access unless:
  - a. accompanied by a Forensic Services investigator;
  - b. access is required to inspect evidence; or
  - c. access is required to help load or unload evidence.

(Ref: CALEA 84.1.2)

**C. Inspections and Reports:**

1. At least semi-annually, the Forensic Services supervisor or designee will conduct an inspection of the property and evidence control function to ensure:
  - a. that procedures outlined for the intake and log in of property is being adhered to;

- b. that security measures are being enforced;
  - c. that the integrity of perishable items is being preserved;
  - d. that computer records and physical records are up to date and in order; and
  - e. that property is being disposed of properly and in a timely manner. (Ref: CALEA 84.1.6, item *a*)
2. Whenever a new supervisor is assigned to Forensic Services, the incoming supervisor, along with a designee of the Sheriff, will conduct an inventory of property consigned to Forensic Services. The purpose of the inventory is not to inspect every single item of property, but to inspect a sufficient number to ensure that records are correct and properly annotated. (Ref: CALEA 84.1.6, item *b*)
3. At least annually, an audit, i.e., an examination or a spot check, of property held by the agency will be conducted by a supervisor not routinely or directly connected with control of property and evidence. (Ref: CALEA 84.1.6, item *c*)
- a. The auditor is authorized to weigh packages of drugs to ensure amounts and weights are consistent with records. It should be noted that the weight of many drugs will change with time, temperature, humidity and decomposition. The name of the individual who weighed the package and the identity of others present will be entered on the records of the item inspected. Exceptions to weighing drugs are permissible when auditing evidence that is officially sealed in tamper proof protective packages, e.g., sealed drug evidence packaging. The inspection will also be noted on the final report.
4. At the direction of the Sheriff or his designee, unannounced inspections of property storage areas will be conducted at least once a year. (Ref: CALEA 84.1.6, item *d*)

5. At the conclusion of all inventories, inspections and audits, a final report will be prepared listing:
  - a. the names and positions of all persons present;
  - b. date(s) of activity of the inventory, inspection or audit;
  - c. beginning and ending times of activity;
  - d. what areas were affected; and
  - e. what property was checked.
6. The report will be sent to the Sheriff, Organizational Planning and Development Unit and a copy will be filed in Forensic Services.

**D. Storage:**

1. All evidence will be kept within the evidence compound area. A refrigerator located within a secure area of Forensic Services to preserve and store perishable items, such as blood, urine specimens, rape kits and other like property is also approved as a designated secure area.
  - a. Property that requires a controlled climate will be stored in the vault.
  - b. Property which has a high or exceptional value, such as currency or otherwise, will be stored in the vault.
  - c. All homicide evidence will be stored in an area expressly designated for those type cases. The only exceptions would be for guns, currency, jewelry and drugs which are stored in the vault.
  - d. Bicycles will be stored in a separate area within the evidence compound.
  - e. Vehicles requiring processing will be stored within the compound area until processing is completed.



1. Suspects' vehicles will be towed to the compound at agency expense for processing. After processing, the wrecker company that towed the vehicle to the compound will be contacted to immediately tow the vehicle to their lot at the owner's expense to await retrieval by the owner.
  2. Victims' vehicles will be towed to the compound at agency expense for processing. After processing, the victim will be notified and given 24 hours to retrieve the vehicle. If not retrieved by the owner within the set 24 hour period, the vehicle will be towed by the same wrecker company to its impound lot at the owner's expense.
- f. All other evidence and property will be stored within the locked bay, storage room or trailers as space and other considerations warrant. Exception would be property obtained from asset forfeiture proceedings which will be stored at another authorized secured facility.

(Ref: CALEA 84.1.2)

**E. Increased Security:**

**1. Currency**

- a. All currency placed into evidence, whether as actual evidence or for safe keeping will be counted by the submitting deputy sheriff and at a minimum one other deputy sheriff. When circumstances permit, a supervisor will recount the currency with or immediately after their subordinate.
- b. Currency submitted to Forensic Services must be sealed in a plastic bag or envelope and properly labeled. Upon packaging, the currency must be separate from other property upon submission to the evidence compound. Large containers, such as jars or boxes of coins, etc., must be sealed with tamper evident security tape.

- c. The label must identify the amount of currency submitted, OCA/report number and submitting deputy sheriff's name and pay number. Forensic Services investigators will verify the amount submitted, log it in the agency computer records, and place it in the safe within the Forensic Services compound vault. Currency not properly packaged or marked will not be accepted into Forensic Services custody. A supervisor will be notified to correct any problems with packaging or labeling of currency. (Ref: CALEA 83.3.2 item b)

**2. Precious Metal or Gemstones**

Precious metals, gemstones and other small items of exceptional value, once logged in, will be stored inside the safe in the Forensic Services compound vault.

**3. Licit and Illicit Drugs**

- a. All drugs, but not limited to, narcotics, hallucinogens and other controlled substances submitted to Forensic Services as found, confiscated or evidence will be sealed in a plastic bag or container. Each bag or container will have a label. Hypodermic needles must be sealed in the plastic tubes provided and must be labeled.
- b. In addition, the following container inspection, quantity and quality control measures are in place:
  1. Drug evidence will be sealed in clear plastic bags sealed by the submitting deputy sheriff.
  2. All drugs must be weighed by the submitting deputy sheriff prior to submission to Forensic Services. Forensic Services investigators will again weigh the evidence prior to storage. Weights will be taken after the evidence is packaged and will include the package in its weight.

3. All weights should be done as accurately as possible, but will only be used as a quality control and not as an exact weight or for evidentiary purposes.
  4. Pills and capsules will be counted in addition to being weighed. Both the weight and count will be noted on the property label and *Incident Report*.
- c. Forensic Services investigators will not normally open any sealed containers of drugs submitted to the evidence compound to verify the weight or count. Exceptions may be made if evidence needs to be repackaged according to the requirements of the laboratory that will complete the analysis, i.e., separating and counting of pills by shape, size and color. Forensic Services investigators will verify that the container is properly sealed and marked and will visually check for tampering to safeguard against the substitution of materials having the same weight.
  - d. Marijuana is not analyzed at SLED but by Forensic Services investigators. Marijuana submitted as evidence will be weighed in the package as received, and then opened so that a quantity may be removed for analyzation and weighed again. The marijuana will be resealed in a clear plastic package, complete with the original package. All analysis results will be documented by the Forensic Services investigator conducting the tests.
  - e. All drugs will be stored in the evidence compound vault.
  - f. Forensic Services investigators must avoid any direct contact with any dangerous drugs or syringes.  
(Ref: CALEA 83.3.2, item *b*)
  - g. Mushrooms collected as evidence will not be stored in the evidence lockers at headquarters. Forensic Services will be contacted to respond and take custody of the evidence. Forensic Service Investigators will dehydrate the evidence before storage.

4. Firearms

- a. All firearms received by Forensic Services will be made safe by unloading and will have an individual property label. Loaded firearms will not be placed in the evidence lockers. (Ref: CALEA 83.3.2, item b)
- b. If the weapon cannot be unloaded for evidentiary reasons, it cannot be placed in the evidence storage lockers. Forensic Services will be called to secure and transport the weapon.
- c. If a loaded firearm cannot be made safe by the deputy sheriff or is evidence in a major crime, the on call Forensic Services investigator will respond to the scene to secure the weapon.
- d. All firearms will be checked through NCIC stolen gun file by the submitting deputy sheriff. All recovered firearms not listed as stolen in NCIC will be entered in the recovered gun file in NCIC. Deputy sheriffs will also submit a copy of the *Incident Report* to Forensic Services along with the firearm.
- e. Firearms will be secured in the vault of the evidence compound, with key control restricted to Forensic Services investigators. (Ref: CALEA 84.1.1, item e)

F. Perishable Evidence, Blood, Body Fluids, etc:

1. Refrigerators are located in the evidence compound and within a secure area of Forensic Services to preserve and store perishable items such as blood, urine specimens, rape kits and other like property. Evidence requiring refrigeration for preservation must be directly submitted to the evidence compound or a Forensic Services investigator must be called out to secure the perishable items.

2. Only Forensic Services investigators will have access to any property stored in the refrigerator within the evidence compound.
3. All items containing blood or body fluids, vials of blood, urine specimens, or other body fluid samples must be sealed in a leak proof container such as a plastic evidence bag, i.e., *Sexual Assault Evidence Collection Kit*, etc. and be properly labeled. Bio-hazard warning labels will be utilized.  
(Ref: CALEA 83.3.2, item *b* and 84.1.1, item *d*)
4. Universal precautions must be followed when handling blood, body fluids and other potentially infectious material in accordance with agency procedures. (Ref: CALEA 84.1.1, item *e*)

**G. Evidence/Property Storage After Business Hours:**

When the evidence compound is closed, deputy sheriffs bringing in found, recovered or evidential property will observe the following:

1. Evidence or property should be submitted to Forensic Services investigators by securing it in the temporary storage lockers in the hallway at Headquarters.
2. Large items of found property may be labeled and placed in the hallway at Headquarters.
3. If item(s) of evidence are too large for the lockers, or are loaded weapons, the on call Forensic Services investigator must be notified to meet the submitting deputy sheriff and secure the item(s) within the evidence compound.
4. If the evidence should require refrigeration for preservation, a Forensic Services investigator will be notified to secure the item(s) in the refrigerator in the evidence compound.
5. A Forensic Services investigator may be notified to respond and secure any evidence that, in the opinion of the submitting deputy sheriff's supervisor, has great value or may be

potentially vulnerable to claims of tampering, e.g., a large quantity of narcotics evidence. (Ref: CALEA 84.1.3)

6. At no time will explosives, flammables, corrosive materials, dangerous chemicals, unknown biological specimens, radioactive materials, or other dangerous materials or property be brought into Headquarters to be placed into evidence lockers or brought into the evidence compound without the authorization of the Forensic Services supervisor.

H. Records Regarding Status of Property Held by the Agency:

Forensic Services investigators will be responsible for maintaining a records system that reflects the status of all property, whether currently held or held in the past, as well as maintaining and tracking final dispositions of found, recovered and evidentiary property.

I. Final Disposition of Property:

1. Forensic Services is responsible for the prompt, authorized disposal of property within 90 days after legal requirements have been met. (Ref: CALEA 84.1.7)
2. Evidence/Property will not be released until cleared for release by the submitting deputy sheriff and/or his supervisor.
3. If property is held as evidence, the submitting deputy sheriff will notify Forensic Services following the final disposition of the case.
4. Release To Rightful Owner:
  - a. Property may be released to the rightful owner once all evidentiary use of the property is satisfied and/or the deputy sheriff who submitted the property has approved the property for release.
  - b. Once an item has been cleared for release the submitting deputy sheriff will attempt to contact the owner and advise them of procedures to claim their property. A

certified letter, return receipt requested, will be sent to the last known address of the owner. All attempts of contact will be documented on an *Incident Supplement*.  
(Ref: CALEA 84.1.1, item f)

- c. If the owner does not respond within 90 days, the property will be considered unclaimed.
5. Release to Finder:
- a. Property, except contraband or weapons other than pistols, may be released to the finder of the item if the rightful owner is unknown or cannot be located.
  - b. If the owner is unknown, the property may be released to the finder after a period of 90 days has passed and the owner has not claimed the item. (Ref: CALEA 84.1.7)
  - c. If the owner is known, the submitting deputy sheriff will telephone the owner. If unable to make telephonic contact, the submitting deputy sheriff will send a certified letter, return receipt requested, to the last known address of the owner, informing the owner where the property may be claimed. (Ref: CALEA 84.1.1, item f)
  - d. If after the letter is sent, the owner cannot be located or fails to claim the property, and a period of 90 days has passed, the property will be considered unclaimed.
  - e. Such unclaimed property can then be released to the finder.
  - f. In all cases, it is the responsibility of the finder to make a written request for return within the 90 day period.
  - g. The finder will sign an affidavit stating they are the finder of the property in question. If a pistol is involved, the finder must fully complete the firearms application process as required pursuant to §16-23-55 and §23-31-140 of the Code of Laws of South Carolina, 1976, as amended (hereafter the South Carolina Code).



- h. Due to potential conflict of interest or perceptions of conflict of interest, employees of the Charleston County Sheriff's Office may not claim property found by them and submitted to Forensic Services, regardless of the circumstances.
- 6. Disposal of Unclaimed or Forfeited Property:
  - a. Property that is forfeited to the Sheriff's Office pursuant to §44-53-520, §16-23-50, §16-23-405, and §16-23-460 of the South Carolina Code, or any other State or Federal statute or local ordinance, will not be released to its owner or finder. Unclaimed or forfeited property may only be disposed of in accordance with the provisions of State statutes outlining the disposition of property held by law enforcement agencies.
  - b. Forensic Services investigators will maintain records for all items listed for disposal. Prior to any disposal, Forensic Services will:
    - 1. notify the Sheriff or his designee, through the chain of command, of property or evidence to be destroyed;
    - 2. inventory all property or evidence to be destroyed; and
    - 3. submitting deputy sheriff must verify the final disposition of each case prior to destruction.
  - c. Items may be disposed of in one of the following ways:
    - 1. Destroyed:

The following types of property/evidence may be destroyed or disposed of by Forensic Services investigators in accordance with provisions of the South Carolina Code:



- a. dangerous drugs;
  - b. firearms;
  - c. obscene materials;
  - d. beer/alcoholic beverages; and
  - e. miscellaneous property of no value.
2. Converted to Agency Use:
  - a. Any property converted for agency use will require the approval of the Sheriff or his designee.
  - b. The Forensic Services Supervisor will prepare a *Conversion of Property* form, (CCSO form-183), listing the items to be converted.
3. Sold by Auction:

Charleston County Sheriff's Office may dispose of property by sale at auction pursuant to applicable State law, County ordinances, and agency directives.

**J. Weapons and Firearms:**

1. Weapons held as evidence may only be released after the court case is disposed of and with permission of the submitting deputy sheriff and prosecutor.
2. Firearms will be checked in NCIC by Records personnel via *Incident Report* for stolen prior to release to rightful owner.
3. Prior to releasing a firearm, the owner must be checked through NCIC by the submitting deputy sheriff for any felony record or any other ineligibility as outlined in State or Federal

statute prior to authorizing release. If no ineligibility is noted, a *Property Release Authorization* form will be completed by the submitting deputy sheriff and forwarded to Forensic Services. In addition, Forensic Services will conduct a final NCIC wanted and criminal history check, as well as a local wanted check, at the point of release. This measure will ensure no updated information has been added to the record that would prohibit the individual from possessing a firearm or indicate that the individual is wanted.

4. If the owner has a felony record or other disqualifier as outlined in State or Federal statute, the firearm cannot be released to the owner.
5. The owner will be notified in writing by the Sheriff or his designee that he/she is disqualified and the firearm cannot be released to them.
6. In every case, deputy sheriffs will make a reasonable effort to verify proper ownership of the weapon and the identity of the person to whom it is being released. The person to whom any firearm is released will be required to sign the *Property Release Authorization* form prior to receiving the firearm.
7. If the owner is not known, the weapon will be declared unclaimed after a period of 90 days and disposed of according to State statutes and agency directives.
8. Weapons held for safekeeping will be retained for a period not to exceed 90 days.
  - a. At the conclusion of that time, the submitting deputy sheriff will notify the rightful owner by phone that the weapon may be claimed. Documentation of the phone call will be made on an *Incident Supplement*.
  - b. If unable to locate the owner by phone, the submitting deputy sheriff will send a letter by certified mail, return receipt requested, to the last known address of the owner, outlining when and where the weapon may be claimed.

- c. If after a total of 90 days the weapon has not been claimed by the owner, the weapon will be declared unclaimed property and disposed of according to State statutes and agency directives.
- d. Final disposition of the weapon will be noted in the agency computer records.

**K. Currency:**

- 1. Currency held as evidence will be released to the rightful owner once it is no longer of evidentiary value and upon approval of the submitting deputy sheriff and/or his supervisor.
- 2. Currency that is found may be released to the finder under the following conditions:
  - a. The submitting deputy sheriff and/or supervisor must submit a *Property Release Authorization* form with the finder's information to Forensic Services.
  - b. The submitting deputy sheriff must have made a reasonable effort to locate the actual owner.
  - c. The owner will not have been located or will have failed to claim the property.
- 3. Upon releasing currency, a Forensic Services investigator will open the package in the presence of the owner or finder and count the contents together with the owner/finder. If there is any discrepancy, a supervisor must be notified immediately.
- 4. In every case, the deputy sheriff will make a reasonable effort to verify the ownership or right to possess the property, and the identity of the person to whom the property is being released.  
(Ref: CALEA 84.1.1, item f)
- 5. The person receiving the currency will sign the *Property Release Authorization* form.

6. Currency that is found and unclaimed, or forfeited under the provisions §44-53-520 of the South Carolina Code, or any other applicable Federal, State or local law or ordinance, will be disposed of in accordance with agency directives.
7. The final disposition of money will be noted in the *Property Release Authorization* form and in the agency computer records.
8. All seized currency held pending seizure proceedings will be deposited by the agency in a separate interest bearing account until final disposition is made of the funds. Established agency financial policies will be adhered to at all times.

**L. Major Case Review and Disposition:**

1. The Forensic Services supervisor will maintain contact with the Sheriff or his designee to discuss evidence in major cases.
2. With the approval of the submitting deputy sheriff and the Solicitor's Office, Forensic Services investigators may dispose of any property held as evidence in a major case, as outlined in this directive.

**M. Property Management Records:**

1. In every case where property is released, the final disposition of that property will be entered into the agency computer records. Final disposition of found, recovered and evidentiary property must be accomplished within six months after legal requirements have been satisfied. (Ref: CALEA 84.1.7)
2. In every case, when property is disposed of, all paperwork necessary to document the action and update computer logs will be completed by a Forensic Services investigator. Forensic Services maintains computer records which track the status of all property/evidence stored in the evidence compound with the following information:
  - a. date and time item is entered;

- b. OCA /report number;
- c. item number;
- d. category: 1- evidence, 2 - found property, 3 - property kept for security;
- e. deputy sheriff's badge number;
- f. evidence type;
- g. disposition, i.e., still in house, destroy, auction, convert, hold, return to owner, transferred to another agency, transferred to General Sessions Court, final disposition, etc.;
- h. description, i.e., manufacturer, make, model, serial number, other, layman's description;
- i. location found, i.e., address, city, state;
- j. date acquired;
- k. owner name, address and phone number;
- l. storage location, e.g., room, bin, vault, etc.;
- m. other comments, i.e., who enters, how to process, etc.; and
- n. chain of custody, i.e., date removed, agency/deputy/individual responsible, reason, date returned. (Ref: CALEA 84.1.5)

**N. Property Release:**

- 1. In every case the submitting deputy sheriff will make a reasonable effort to verify rightful ownership of property and the identity of the person(s) to whom the property is being released. (Ref: CALEA 84.1.1, item f)

2. In every case the person to whom the property is released will sign the *Property Release Authorization* form indicating they have received this property.
  3. Persons requesting the return of property from Forensic Services must have valid identification, name and picture on the same card and either the case number or the name of the deputy sheriff who submitted the property. A *Property Release Authorization* form must be on file at the Forensic Services evidence compound.
  4. Any release of property must be documented by a Forensic Services investigator.
- O. Receipt for Articles from Evidence Compound:
1. A receipt for articles from the evidence compound is used whenever an item of property is temporarily removed from the compound for court, laboratory processing, or other reasons. The removal should be documented in writing, as well as in the computer logs. This documentation serves as a receipt to ensure the maintenance of the chain of custody and integrity of the evidence in court. (Ref: CALEA 83.2.1 and 83.3.2, item d)
  2. The receipt for articles from the evidence compound contains the following information:
    - a. date and time property is removed or returned;
    - b. signature of person accepting the property, except when submitting evidence to the SLED or FBI lab for analysis; and
    - c. change of custody of the property.
- P. Procedures for Evidence Submitted for Laboratory Examination:
1. It is the responsibility of the submitting deputy sheriff to submit a *Forensic Services Work Request, (CCSO form-135)*, form requesting laboratory analysis of evidence.

2. The *SLED Analysis Request Worksheet* or FBI letter is to be completed by the submitting deputy sheriff, and must accompany the evidence when it is submitted to the laboratory. The deputy sheriff making the request shall complete all applicable sections of the report and will indicate the type of analysis that is requested. A copy of the incident report will also be included in the package. (Ref: CALEA 83.3.2, item c)
3. Evidence requiring SLED or FBI analysis is submitted as needed by members of Forensic Services.(Ref: CALEA 83.3.2, item a)
4. The CID captain or his designee will determine which crime lab, e.g., SLED or FBI will receive the evidence.
5. Forensic Services investigators will be responsible for packaging, transporting, shipping and submitting evidence to the SLED Forensics Lab, FBI Lab, or any independent testing laboratory as needed. (Ref: CALEA 83.3.2, items a and b)
6. Forensic Services investigators will log out evidence sent to the SLED or FBI laboratories and, upon its return to the agency, will immediately log in the evidence to ensure chain of custody.
7. It is the responsibility of the submitting deputy sheriff to review lab reports on cases they are assigned. If additional lab services are necessary, or new or additional evidence becomes available, the submitting deputy sheriff must submit a new *SLED Analysis Request Worksheet* or FBI letter.
8. All forensic laboratories provide a written report of laboratory findings as standard procedure on all requests for laboratory examination. In most instances the written report is sent directly to the submitting deputy sheriff. Upon receipt of these reports, the deputy sheriff must provide a copy of the report to Records. The original must be maintained by the submitting deputy sheriff. (Ref: CALEA 83.3.2, item e)

Q. Procedures for Evidence Transferred to Court:

1. Any time a deputy sheriff takes evidence to court, they will sign a *Receipt for Property*, (CCSO form-191), form for the release of evidence to document chain of custody.
2. The deputy sheriff will take the item(s) to court. If the court retains the property, the clerk of court will sign the *Receipt for Property* form which the deputy sheriff will return to Forensic Services.
3. When item(s) are returned to the evidence compound by a deputy sheriff after court, a Forensic Services investigator will make appropriate notations in the agency computer records and secure it in the evidence compound.

(Ref: CALEA 84.1.1, item g)